

CITY OF GREENVILLE, SOUTH CAROLINA

Job Description #1914

June 2006

<i>Job Title:</i>	<i>Civil Engineer</i>
<i>Department:</i>	Public Works
<i>Division:</i>	Engineering
<i>Status:</i>	Exempt
<i>Immediate Supervisor:</i>	Senior Civil Engineer

BRIEF DESCRIPTION OF THE JOB:

Draft and design construction plans for various municipal projects, including storm and sanitary sewers and other general facilities. Manage both City and contracted design projects during design and construction to ensure compliance with plans specifications, and local regulations. Provide support to the Stormwater Manager.

ESSENTIAL FUNCTIONS:

Issue a final design for construction purposes by gathering initial data, coordinating survey and drafting of initial worksheet, performing calculations and conferring with property owners, contractors, surveyors, and crews to define parameters, producing a design and cost estimate. Manage projects by implementing final plans, establishing schedule of project, preparing bid package, attending pre-construction meetings, inspecting work as it progresses, preparing any redesign, verifying completed work, and inspecting the final work. Using AutoCad, drafts designs by utilizing data from the survey to establish existing conditions, adding the preliminary design to the AutoCad drawing file for review, revising design, and plotting the final design. Prepare RFPs, serve on selection team and manage the design phase, to include review of plans and preparation of comments for revisions. Performs various job functions by providing support to the Stormwater Manager, producing and generating maps using ArcView, responding to citizens= inquiries, and acting in place of the Stormwater Manager as needed. Assist the Stormwater Management Administrator with the commercial and industrial permit review process. Serve as a member of the Stormwater Taskforce Committee, assisting in the determination of Capital and Remedial Improvement Projects and preparation of remedial designs.

PHYSICAL DEMANDS:

Overall Strength Demands:

Light demands include standing, sitting, walking, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, kneeling, crouching, bending, twisting, vision, hearing, and talking.

Machines, Tools, Equipment and Work Aids

Equipment utilized includes a computer and related software, copier, printer, blue and black line machines, scientific calculator, engineering scale, plotter, fax machine, and telephone.

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Primary Work Location(s): Office environment and field, depending upon project

Protective Equipment Required:

Equipment required includes steel-toed boots, hard hat, and reflective vest.

NON-PHYSICAL DEMANDS:

Time Pressures

Frequent Change of Tasks

Performing Multiple Tasks Simultaneously

Tedious or Exacting Work

Working Closely with Others as Part of a Team

JOB REQUIREMENTS:

Formal Education:

A Bachelors degree or equivalent in Civil Engineering is necessary.

Experience:

Over two years of experience in Civil Engineering are necessary.

Certification and Other Requirements:

Must have passed EIT Exam or possess a P.E. A valid SC drivers license is necessary.

Reading:

Must be able to read memos, letters, resumes, Requests For Proposals, contracts, specs, standard details, bid documents, construction plans, technical reports and maps.

Math:

Ability to understand and apply engineering formulas, trigonometry, geometry, calculus, algebra, economics, and basic math.

Writing:

Must be able to prepare memos, letters, Requests For Proposals, bid packages, and specifications.

Managerial/Planning:

Responsible for time management which is used to prioritize responsibilities and projects.

Reasoning:

Work is governed by broad instructions, objectives, and policies. Requires the exercise of considerable initiative and independent analytical and evaluative judgment.

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Job Requirements Contd.:

Interpersonal Skills:

Communication with surveyors, consulting engineers, and draftsmen to express scope and requirements of projects. Interaction with supervisor for clarification, provide information and direction to citizens, consultants, and contractors.

Contacts Within the Organization:

Contact with Legal, Purchasing, Economic Development, Community Development, Revenue, Finance, and Public Works Departments.

Contacts Outside the Organization:

Contact with Greenville County, contractors, consultants, and utility companies.

Contacts with Vendors/Suppliers & General Public:

Contact with citizens.

Budgetary Responsibility:

Does research for documents and compiles data for computer entry; enters or oversees data entry. Has responsibility for monitoring budget expenditures and submitting certificates for payment from contracted parties.

DECISION MAKING:

Establish design parameters. Make decisions regarding minor changes made to design and coordination with Survey Chief.

FREQUENCY AND FREEDOM TO ACT:

Frequent Freedom: Non-standardized and varied work requires that expected results are produced at certain deadlines by determining which procedures to follow.